

**City of San Diego Commission for Arts and Culture
Organizational Support Program**

STATEMENT OF FINANCIAL POSITION

INSTRUCTIONS

A Statement of Financial Position is one of four financial reporting documents you are required to submit with your final performance report. **If you are required to submit audited financial statements, the Statement of Financial Position must be prepared by your CPA and included in the final audit.**

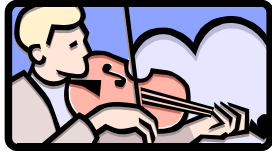
PURPOSE:

The Statement of Financial Position is a standard component of any complete financial statement.

1. It reports the assets (e.g. cash, receivables and equipment), liabilities (e.g. loans, payables and deferred income) and fund balances of your organization at one point in time.
2. It works with your Statement of Activities to give the reader a clearer picture of your organization's financial condition

INSTRUCTIONS:

1. The sample provided is only an example; you may use an alternate format as long as it conforms to Generally Accepted Accounting Principles. This statement is formerly known as an Account Balances Statement or a Balance Sheet.
2. Statements of Financial Position can be hard to understand. This instruction sheet does not explain everything there is to know; but it does provide you with basic information. If you are unsure about how to create this or any other financial statement, we recommend that you seek professional assistance.
3. The basic order of presentation is to list assets in order of their liquidity (how quickly they can be converted to cash). Therefore, cash is listed first, followed by short-term investments and accounts and/or grants receivable.
4. Remember: If you paid a deposit on your office space, list the amount on deposit as an asset. Also, if you have prepaid on your insurance or other annual expense, list the value remaining each month as an asset.
5. List equipment as a *fixed* asset because, generally speaking, it is not convertible to cash.
6. Liabilities are listed in the order in which they become due, with the one's you owe first being at the top of the list.
7. Remember: Payroll earned by an employee but not paid is a liability and should be listed as "Payroll Payable."
8. Please put this statement on your organization's letterhead stationary.
9. The line item names and corresponding numbers on the sample are for example only; your information may differ.
10. All information should relate to the City's fiscal year, which runs from July 1 to June 30.
11. The information on this statement is for the entire organization, not just the items reimbursed under your Agreement with the Commission for Arts and Culture.



Hometown Music Association

1234 Flugelhorn Way, Suite 789
San Diego, CA 92101
(619) 555-1212

STATEMENT OF FINANCIAL POSITION

As of June 30, 2004

ASSETS

Current Assets

Cash (checking, savings and petty cash)	\$25,789
Accounts Receivable	40,000
Grants Receivable (unrestricted)	7,750
Deposits (rent deposit)	1,000
Prepaid expenses (insurance)	1,200

Total Current Assets **\$75,739**

Fixed Assets

Office Furniture and Equipment (less depreciation)	\$15,698
Musical Instruments (less depreciation)	16,010

Total Fixed Assets **\$31,708**

TOTAL ASSETS **\$107,447**

LIABILITIES

Current Liabilities

Accounts payable	\$8,038
Payroll Payable	10,452
Deferred Revenue	5,000

Total Current Liabilities **\$23,490**

Net Assets

Unrestricted	\$78,957
Temporarily Restricted	5,000

Total Net Assets **\$83,957**

TOTAL LIABILITIES AND NET ASSETS **\$107,447**